

POLICY NO: 5-19

PROPONENT: AETV-HUB-EH

DATE:

SUBJECT: Emergency Housing of Personnel Due to Unforeseen
Emergency Conditions

1. References:

a. Army Regulation 210-50, Housing Management,
26 February 1999.

b. USAREUR Regulation 210-50, Housing Management,
24 August 1992.

c. 104th Area Support Group, Housing Management SOP,
15 March 1999.

d. USAREUR Regulation 37-4, 13 July 1993, Providing
Temporary Lodging Allowance in USAREUR.

e. Joint Federal Travel Regulation, April 1994.

2. Purpose: To prescribe the objectives, policies, and
procedures for emergencies caused by "acts of God" or fires
within the housing areas.

3. Applicability: Base Support Battalion staffs, tenant units,
agencies, and activities within the 414th Base Support Battalion
(BSB) area of responsibility.

4. Objectives: To establish a standard procedure for
notification of emergencies and relocating families affected by
emergencies when necessary.

5. Policies:

a. During emergencies the established alert notification
roster will be used to notify all 414th BSB staff. The first
name on the list will be contacted to start the process. If an
individual cannot be contacted the next person will be contacted.

b. Upon receipt of notification that an emergency has
occurred, the individual contacted will ascertain whether there
is a need to report to the specific site to determine damages.

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c. If it is determined an individual must report to the site, a meeting place will be established by the senior person on site. The meeting site will be used to brief families on procedures and plans to obtain claims for damages.

d. The Housing Manager or his representative will determine whether Temporary Lodging Allowance (TLA) is necessary and authorize effected families an option to obtain a room in a Transient Facility or a German hotel.

6. Procedures:

a. During emergencies, families will be assembled at a designated meeting place, such as a chapel.

b. Families will be briefed on the extent of damages and what the outcome will be in regards to filing claims, etc. All BSB staff agencies notified will be present for such briefings.

c. Families will be relocated to transient facilities. Families must report to the Housing Office, the following duty day, to process for reassignment to other quarters (if necessary).

d. Housing will be projected, for families affected by the emergency, the following day. Families will receive priority to housing assignment for permanent quarters.

e. Families will not be allowed to dictate what type of housing or where housing is located. There will be no preferences to assignment. Housing will be assigned based on availability.

f. Those families who cannot be projected into permanent quarters will be assigned to temporary quarters (TQ).

g. Government furniture arrangements for pick-up or delivery will be coordinated with the Centralized Furnishings Management Office (CFMO) located in Building 11, Room 20, Pioneer Kaserne, Hanau.

h. The Transportation Office will coordinate pick-up and delivery of personal items which are salvageable.

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i. Army Community Service will provide any necessary items to bridge the gap if possible.

j. The Facilities Management Branch will prepare the Housing Fire Notification Report to HQ, USAREUR; obtain cost estimate from Engineer Resource Management Division (ERMD), and submit report to 104th Area Support Group.

k. The fire report will be called into HQ, USAREUR, DCSSENGR, DSN 370-7118.

l. A report of survey will be initiated by the Facilities Management Branch.

7. The American Red Cross (ARC) has primary responsibility for providing disaster assistance. However, Army Community Service (ACS) will provide additional assistance if a bona fide need still exists after ARC assistance has been provided. This assistance can consist of:

a. Army Emergency Relief: Provides financial assistance only after a bona fide financial need still exists after ARC has provided disaster assistance. These funds are limited to the amount needed to prevent privation or undue hardship in accordance with Army Regulation 930-4.

b. Activation of Family Assistance Center (FAC): The FAC will be activated if demand or conditions warrant it. It will be used as the meeting place for those requiring assistance. The Emergency Action Center (EAC) will also provide crisis intervention, information, and referral assistance.

c. Lending Closet: Army Community Services (ACS) administers a lending closet to provide basic housekeeping items to those in need of assistance. The items are signed for by the sponsor and are to be returned when the need no longer exists. The EAC has an emergency roster of ACS personnel for the above services.

8. Proponent for this policy is the Chief, Housing Division, Directorate of Public Works, 414th BSB, DSN 322-8982.

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9. This policy supersedes Commander's Policy 5-19,
4 June 1999.

JERRY L. MRAZ
LTC, AG
Commanding

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